Blake DeRouchey
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Vacant
Emergency Management

Angela Clouser
Member-At-Large

Vacant
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Jason Schluttenhofer
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Vacant
Municipal Police
Department

Vacant
ILEA

David Ness
Municipal Police
Department

Wendi Hess
Communications Center

Cindy Heick
Iowa DPH

Peter Huffman
Iowa DOT

Trace Kendig
Iowa DNR

Patrick Updike
Iowa DOC

Annette Dunn
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
June 11, 2020

**\*\*\* THIS MEETING WILL BE HELD VIRTUALLY \*\*\***
**Please click on the following GoTo Meeting Link to Join**

**GoTo Meeting Link:**
https://global.gotomeeting.com/join/624664421

Meeting called to order by Chair Lampe at 10:30 am.

The meeting was conducted via GoToMeeting. The GoTo Meeting conference telephone line and the meeting room was opened for board members and public listening and comment.

Eleven voting board members attended, via GoTo Meeting, establishing a quorum.

**Voting Members in Attendance via GoTo Meeting and GoTo Conference Line:** Michele Bischof, Andy Buffington, Angela Clouser (joined meeting at 11:25 am), Blake DeRouchey, Cindy Heick, Wendi Hess, Peter Huffman, Tom Lampe, Dave Ness, Rob Rotter, Patrick Updike

**Non-Voting in Attendance:** SWIC Chris Maiers, Administrative Assistant Hollie Davidson

**Absent:** Annette Dunn, Trace Kendig, Jason Schluttenhofer

**Guests:** Tracey Bearden, Mindy Benson, Brad Button, Dan Case, Martha Dykstra, Michelle Kingrey, Brian Krumm, David Lockard, Brent Long, Jim Lundsted, Melvin Mercado, Curtis Pion, Dan Pool, Tammy Rodriguez, Amanda Roush, Sheri Schmitz, Larry Smith, Connie Stufflebeem, Rob Dehnert

**Approval of Agenda:**  Peter Huffman made a motion to approve the June meeting agenda.  Michele Bischof seconded the motion.  All in favor.  Motion passes.


**Approval of Minutes:**  David Ness made a motion to approve the May 2020 meeting minutes.  Peter Huffman seconded the motion.  All in favor.  Motion passes.


**SWIC Report**:  SWIC Maiers reports that StatusBoard is fully functional and working well.  Currently, there are 60+ agencies signed-up, with over 400 different end-user accounts.  Nearly 60% of PSAPs have requested access to it.  Several one-on-one StatusBoard training sessions have occurred across the state.

SWIC Maiers reports that the sixth TAC in each region is generally the designated channel for COVID related issues, although StatusBoard will not reflect that at this time.  Agencies can reserve that 6th regional TAC for anything COVID-related such as drive-through testing.

SWIC Maiers reported there would be a few changes in StatusBoard tabs per request from agencies that are currently using it.  The changes will allow the statewide and regional interoperable talkgroup tabs to be grouped together.  The new tabs will begin with "IOP."  Email notification of these changes will be sent to current users, and the changes will occur throughout the next six weeks.

SWIC Maiers and Chair Lampe will attend a P25 Steering Committee Meeting after the ISICSB meeting.  There will not be any standards to approve because there was no TIA/TR-8 meeting in June.  The P25 Steering Committee will continue to work on education and outreach products for public safety stakeholders.

SWIC Maiers has been working with the Shared Systems Study Group (SSSG).  They had a meeting in May with a guest speaker from the State of Connecticut.

SWIC Maiers reports that one-on-one PSAP Control Station Training is ongoing as agencies request it.


**911 Council Report & 911 Program Manager**:  911 Program Manager Blake DeRouchey reports that the wireline migration will start with the first PSAP on June 29, 2020, with others to follow after the July 4th holiday.

The 911 Council discussed changes to the GIS Grant Program and the availability of training funds.


**User Group Committee:**  UGC Chair Buffington reports that the UGC met and reviewed applications.  There are five users up for approval in New Business.

UGC Chair Buffington states he will be stepping down from the UGC Chair position.


**Finance Report:**  SWIC Maiers reports that the monthly net expenditures during May for the Interoperable and Broadband Communications Fund were $6,084.  The May ending balance

was $137,728.  Monthly expenditures during May for the SLIGP 2.0 grant were $13,134.  Of that amount, $10,507 were federal expenditures.  The remaining federal amount available for the SLIGP 2.0 grant is $215,819.

**Governance Committee:**  Governance Committee Chair Peter Huffman reports the Committee met and discussed the proposed Sub-regional Interoperability Talkgroups Standard.  The Governance Committee approved sending the proposal to ISICSB for review.

Chair Huffman also reported that the Committee discussed the standard for StatusBoard.  With a few language revisions, the Governance Committee approved the StatusBoard standard move to the ISICSB for approval.

**Operations Committee:**  Operations Chair Bischof reports that the Committee met and continued discussion regarding the Sub-Regional Interoperability Talkgroups Pilot Proposal.

The Operations Committee also discussed an Alert Tones Standard received from the Standards Working Group (SWG).

**Outreach Committee:**  SWIC Maiers reports that the Committee is working on rescheduling the regional ISICS trainings and FirstNet outreach sessions that were previously scheduled and canceled due to the pandemic.  RIC 3 is tentatively planned for the end of July, and RIC 1 will be held sometime in August.  Once the regional training and FirstNet outreach are complete, StatusBoard training for each region will be scheduled.

SWIC Maiers encourages everyone to reach out to Hollie Davidson if there is anything they would like included in the monthly ISICSB Newsletter.

**Training/Exercise Committee:**  SWIC Maiers has been in contact with ICTAP regarding the rescheduling of the TAs that had to be postponed due to COVID-19 and reports that ECD has approved conducting the Encryption courses virtually.  The encryption course will consist of two sessions.  The first one would be for decision-makers to help develop concepts of what encryption is, what it does, and some things to take into account with respect to interoperability.  The second one would be for technicians that are more technically oriented.

Plans are also currently in progress to hold the SOP Development and Planning course in September.  The old registration list for the SOP Development and Planning course is still available to let the previously registered attendees of the new date.

A "Planning for Alternate PSAP Facilities"  webinar will take place on June 25, 2020.  This course developed in cooperation with the Iowa Homeland Security and Emergency Management Department (HSEMD), and Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (DHS, CISA) in response to the COVID pandemic.  The webinar is approximately four hours long and will discuss various aspects of what can be added to a continuity of operations plan (COOP) for PSAPs.  It will address basic elements of tactical dispatching that may help dispatchers remain highly effective in unfamiliar environments.  The goals of the webinar include the following:

- Articulate the type of questions that need to be asked to key stakeholders, vendors, etc.
- Understand what types and levels of agreement that need to be in place
- Develop and update a succession plan for key positions
- Anticipate basic technology needs related to 911 call taking and dispatching
- React and adjust to tactical dispatching in unfamiliar environments

There are currently 32 attendees registered.  SWIC Maiers encourages everyone to reach out to their PSAPs regarding the webinar.

**Technology Committee:**  Technology Chair Patrick Updike reports that the Committee was unable to meet.

**FirstNet Broadband Committee:**  FirstNet Broadband Committee Chair Bischof reports that the Committee met.  AT&T Engineer Andy Sackreiter attended the virtual meeting and updated the group regarding the buildout of FirstNet.  Mr. Sackreiter answered several questions from the Committee.

**LEA Committee:**  LEA Committee Chair Connie Stufflebeem reports that the Committee did not meet.  However, the LEA announcements and tower utilization reports are ongoing to assess the actual usage of the sites.  Control Station training and installation is also ongoing.  All data received is to be discussed at the June LEA Committee meeting.

**Other Reports:**

Information Sharing Board Members:  Chair Lampe shared that the installation of some ISICS communications equipment in the new DPS Mobile Command Center is complete, and the Mobile Command can now successfully use LTE to connect to the ISICS core.  This allows the Mobile Command Center to act as another wide area site in the ISICS network and enable radios to work like they usually would on ISICS in wide-area trunking.  DPS is using FirstNet and Verizon as backhaul to the ISICS core from the Mobile Command.

Chair Lampe recommends that the ISICSB entertain the idea of purchasing an LTE internet router for the West STR Trailer to mimic the configuration in the Mobile Command.  The West STR Trailer already has ISICS trunking equipment installed in it.  It does not currently have a connection to the ISICS core and can only operate in site trunking.  Chair Lampe suggested that either the Operations Committee or Technology Committee discuss this further.

Chair Lampe states that more work is in progress to set up a core connection for the dispatch consoles in the Mobile Command.  There is also initial work in progress regarding installing 911 equipment for answering 911 calls within the Mobile Command.

SWIC Maiers thanked several local agencies who offered communications assistance through equipment loans throughout the recent civil unrest and protests in the State of Iowa.

Those agencies include Dallas County, City of Des Moines, Worth County, and Wright County.

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Motorola Project Manager ISICS Update:  Motorola Solutions Manager Melvin Mercado gave the Motorola Project Update.  Mr. Mercado reports that the following items are remaining to complete:

- Site walks are in progress
- Rock Rapids
  - Construction completed and tear down of old IPTV tower is done
  - Microwave dish installs in progress
  - Site optimization nearly is complete after microwave installs
  - Coverage testing for Lyon and Sioux Counties once the site is optimized
  - Estimate total completion by the end of July 2020

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FirstNet/AT&T Update:  SWIC Maiers reports that two new sites have launched with Band-14 – one in downtown Des Moines near Woodland Ave. and 10th St., and one South of Carroll in Audubon, IA.

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CISA-ECD Update:  Jim Lundsted from the Department of Homeland Security Emergency Management Communications Division (ECD) reports that information-sharing regarding 5G infrastructure buildout.  There are concerns about threats to telecommunications infrastructure issues in private and public telecommunications infrastructures, and other cybersecurity threats are ongoing.  CISA is attempting to reach out to local agencies as necessary.

Mr. Lundsted cautions everyone to be vigilant about email systems, as that is the most common cause of cybersecurity issues related to ransomware.  Mr. Lundsted stated the benefits of having an off-network backup of vital systems and data.

Mr. Lundsted clarified that CISA is not a primary public safety response agency but focuses on training and awareness.

Mr. Lundsted reports that there has been an increase in demand and usage of GETS and WPS.  GETS call frequency and call completion rates (99%+) since March suggest that more people are using it for teleworking.  WPS usage rates are increasing as well, with successful completion rates for WPS exceeding 97%.

Brad Button asked Mr. Lundsted if they had seen an increase in TDoS/DDoS attacks.  Mr. Lundsted said they have seen an increase and have a document available to address those concerns.

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Standards Working Group (SWG):  SWIC Maiers reports that the group met in May and discussed the following items:
- StatusBoard standard up for approval in New Business
- Alert tones

Control Station Updates:  SWIC Maiers reports that test calls are ongoing.  The most recent round produced three successful test calls.  The next round of calls is scheduled for June 15, 2020, and includes seven PSAPs.  Outreach to the PSAPs that have not yet completed the test calls is planned.

Offerings of one-on-one and virtual and in-person control station training are ongoing to PSAPs.

Shared Systems Study Group (SSSG):  The Shared Systems Study Group met last month on May 18th, and a representative from Connecticut, Scott Wright, shared his experiences with the ISSI in connecting a Motorola and Harris system.  Iowa's and Connecticut's statewide radio systems are very similar.  Connecticut has been attempting to connect their Motorola-built statewide radio system to New York MTA's Harris-built system for the past few years.  Mr. Wright informed the group that the connection between the two systems has not yet been successful.

The Shared Systems Study Group will meet again virtually on June 30th.  Both Motorola and Harris P25 standards experts will attend virtually to discuss what an ISSI does with respect P25 standards, nuances within the P25 standards, and which standards may or may not be supported by manufacturers.

The goal is to have some sort of work product within the next four to five months.

SWIC Maiers reports attendance at the SSSG meeting has been reasonably well overall despite ongoing issues such as the COVID-19 pandemic, and he has been recording who is in attendance at each meeting.

**Old Business:**  None.

**New Business:**  UGC Chair Buffington made a motion for the approval of five new users: Bremer County Emergency Management – Level 1, Calhoun County Emergency Management (update) – Level 2, Clarke County Sheriff's Office – Level 1, Muscatine County (update) – Level 2, and Winneshiek County Emergency Management – Level 1.  Peter Huffman seconded the motion.

Administrative Assistant Hollie Davidson took a roll call vote to approve the five new users.  Motion passes with ten "aye" votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, Blake DeRouchey, Wendi Hess, Andy Buffington, Michele Bischof, David Ness, Rob Rotter).

Peter Huffman gave a brief overview of ISICS Standard 1.17.0 – StatusBoard and made a motion to approve.  Michele Bischof seconded the motion.

Administrative Assistant Hollie Davidson took a roll call to approve the StatusBoard Standard.  Motion passes with ten "aye" votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom

Lampe, Blake DeRouchey, Wendi Hess, Andy Buffington, Michele Bischof, David Ness, Rob Rotter).

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Operations Chair Bischof displayed slides and discussed the Sub-Regional Interoperability Talkgroups Standard that is up for approval.  The purpose of the proposal is to ask the Board for concurrence to pilot the draft standard in context with a request from the Des Moines Metro Communication Centers. The pilot of the draft standard is presented to the ISICSB to ensure the context of the standard is correct and to limit confusion regarding the process to potentially establish sub-regional talkgroups.  Chair Bischof discussed the highlights of the standard.

Operations Chair Bischof explained that the ISICSB has previously discussed and tabled the topic.  The Operations Committee is now asking the ISICSB for the concurrence of the pilot to draft a standard in order to move forward due to several agency requests.

Chair Lampe requested additional clarification of the proposal.  Ms. Bischof explained that the Operations Committee is asking for approval to move forward with the pilot as the standard is written now and continue with implementation while also receiving feedback as the pilot progresses.  Ms. Bischof also discussed the history of a request, such as this at the request of Chair Lampe.  The draft standard would be edited as the pilot progresses.  Additional clarification was given to Peter Huffman.

UGC Chair Andy Buffington stated that the UGC has looked at the concept of subregional talkgroups in the past and saw some merit to them in certain situations.  Mr. Buffington stated that it might be easier to develop a pilot, so the end standard is more complete and accurate and less likely to have to be edited in the short term.

Operations Chair Bischof clarified that the draft standard would apply to all users across the state.  However, the pilot program will begin with the Des Moines Metro agencies.

Chair Lampe requested the number of slots available in a single radio zone on a portable radio as consideration for the usability of additional talkgroups.

SWIC Maiers added that some theory of operations has loosely been discussed in the Operation Committee with any subregional talkgroups related to patching and CALL talkgroup use.  SWIC Maiers also stated that nothing in any subregional talkgroups could conflict with ISICSB standards for the existing regional and statewide interoperable talkgroups.

Mr. Buffington made a motion in concurrence with the Operations Committee to move forward with the development of the Subregional Talkgroup Pilot Concept.  Patrick Updike seconded the motion.

Administrative Assistant Hollie Davidson took a roll call vote to approve the proposal.  Motion passes with eleven "aye" votes (Patrick Updike, Peter Huffman, Cindy Heick, Tom Lampe, Blake DeRouchey, Wendi Hess, Andy Buffington, Michele Bischof, Davide Ness, Rob Rotter, Angela Clouser).

**Public Comment:**  None.

**Motion to Adjourn:** Peter Huffman made a motion to adjourn. Michele Bischof seconded the motion. Meeting adjourned at 11:52 am.

YouTube link for the June 2020 ISICSB Board Meeting:
https://www.youtube.com/watch?v=RTs1ucAh44c